

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**October 1, 2008**

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**TITLE:** Public Health Nurse Consultant  
**POSITION NO:** 00801  
**LOCATION:** Public Health & Safety Division, Helena  
**STATUS:** Full-Time/Permanent  
**UNION:** MNA  
**PAY GRADE:** Pay Plan 20, Pay Band 6  
**STARTING SALARY:** \$42,396 - \$52,920 annually. Depending on qualifications and internal equity.  
**SUPPLEMENT:** Yes

**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, October 16, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** This position must perform District services with individuals having diseases including communicable diseases; may be exposed to a variety of working environments including urban and rural communities; and may travel from site to site for extended periods of time in varied weather conditions.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position is responsible for developing and administering public health service programs to improve and protect the health of Montanans and to ensure compliance with federal/state regulations; coordinating outreach, training, and related functions to support ongoing program operations and activities; administering grant-funded local health programs at locations throughout the state; providing nursing consultation and care as needed to carry out program objectives; providing technical assistance, continuing education and clinical expertise to local contractors, and public and private providers

AN EQUAL OPPORTUNITY EMPLOYER

in Montana related to fetal, infant, and child mortality prevention and public health home visiting services to high risk pregnant women and families; assisting local Fetal, Infant and Child Mortality Review (FICMR) teams in translating their findings into prevention initiatives at the community level; assessing and coordinating training needs of FIMCR local coordinators and Public Health Home Visiting (PHHV) local program staff; coordinating maternal mortality review process activities; providing program consultation to PHHV sites; coordinating statewide Sudden Infant Death Syndrome (SIDS) and Sudden Unexplained Infant Death prevention efforts; and coordination of prematurity prevention education activities.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of the concepts and theories of the nursing and public health fields including the principles and practices of nursing diagnosis; a variety of contagious and transmittable diseases, how they are contracted and spread, and their proper treatments and immunizations; a variety of possible reactions or side effects to vaccines and immunizations; procedures and methods of laboratory testing and interpretation; community agencies and other outside resources available to clients; principles and procedures of medical documentation; universal precautions and infection control practices; signs, symptoms, and approved medical treatment of a variety of illnesses, current scientific research-based principles, theories, and practices of nutrition and the science of foods and their application in health and disease prevention; specific nutritional needs of women of child-bearing age, infants and children, breastfeeding and feeding behaviors and the feeding relationship; public health and management; social and social/economic factors relating to nutritional care programs; nutrition program planning; operations, services, and activities of the assigned program; and principles, procedures, methods and treatments related to the assigned program; and pertinent federal/state/local laws, codes and regulations related to the assigned program.

Skills: Skill in preparing and conducting community awareness classes and seminars; responding to emergency situations and maintaining confidentiality; following complex verbal and written instructions; establishing and maintaining cooperative working relationships with those contacted in the course of work; using a computer and typical business applications; interpreting laboratory results; planning treatment; assessing client health status and recommending proper treatment and medication; preparing and implementing home health care plans; providing counseling and encouragement to program clients; and verbal and written communication.

Abilities: Ability to hold self accountable for organizational activities, services, decisions, successes and failures; work independently and establish priorities with minimal supervision; listen effectively, transmit information accurately, understandably, and appropriately, and actively seek constructive feedback; and use basic computer programs such as word processing and Outlook.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in nursing **AND** three years of public health nursing experience. A Master's degree in public health, epidemiology, nursing or related field may substitute for the experience requirement.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplemental questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security

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card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services  
Title: Public Health Nurse Consultant  
Position: #00801  
Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please briefly describe any past experience you have had working in public health programs in the field of maternal child health at the state/local level.